

CONFIDENTIAL

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1 Feb 72

28 January 1972

MEMORANDUM FOR: Records Management Officer,  
SUBJECT : Records Retirement Estimate

1. NPIC has just officially predicted that its collection activity will result in a yearly growth of at least 600 cubic feet of permanent records. For planning purposes, therefore, we need to assemble some facts and powerfully good guesses as to how much space the other DDI offices will require at A&RC.

2. Will you please do the following:

a. Review your active Records Control Schedules and compute the volume of records, in cubic feet, which you will retire between now and July 1977.

b. If you can break down the figures by fiscal year, please do so, but at least give us a total.

c. Let me have your results by 4 February 1972.

3. A&RC staff will provide projected destruction statistics for the five-year period, which, combined with your retirement estimates, will produce a net gain/loss figure.

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Records Management Officer, DDI

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